



City of Annapolis

Department of Planning & Zoning
145 Gorman Street, 3rd Fl
Annapolis, MD 21401-2535

PlanZone@annapolis.gov • 410-263-7961 • Fax 410-263-1129 • TDD use MD Relay or 711 • www.annapolis.gov

Historic Preservation Commission

April 25, 2013

The Historic Preservation Commission (HPC) of the City of Annapolis held its administrative meeting on April 25, 2013 in City Council Chambers. **Chair** Kennedy called the meeting to order at 7:33p.m.

Commissioners Present: **Chair** Kennedy, **Vice Chair** Leahy, Finch, Kabriel, Toews, Jones

Staff Present: Theimer-Brown-Staff Liaison

Chair Kennedy introduced the commissioners and staff. She stated the Commission's purpose pursuant to the Authority of Article 66B, Section 8.01-8.17 of the Annotated Code of Maryland and administered the oath en masse to all persons intending to testify at the hearing.

C. APPROVAL OF MINUTES

January 24, 2013 Meeting Minutes

Mr. Toews moved approval of the January 24, 2013 meeting minutes as written. Mr. Kabriel seconded the motion. The motion passed unanimously in a vote of 6-0. (Zeno not present at vote)

D. ANNOUNCEMENTS

Chair Kennedy asked if all members could attend the May 14, 2013 at 6:30pm for a closed meeting and all members present were amenable to the early meeting.

E. ADMINISTRATIVE BUSINESS

1. Administrative Approvals Issues from January – March 2013

Vice Chair Leahy moved to accept into the record the Administrative Approvals issued from January – March 2013. Ms. Jones seconded the motion. The motion passed unanimously in a vote of 6-0. (Zeno not present at vote)

Chair Kennedy explained that the HPC might need to revisit the Sidewalk Café guidelines to clarify the "eco-friendly" language.

2. Economic Hardship – Review draft criteria and Rules of Procedure

Chair Kennedy noted that the economic hardship document have been reorganized and noted that all properties will receive appropriate scrutiny but properties that produce income will receive a higher level of scrutiny. Ms. Theimer Brown went over some of the suggested edits to the document recommended by Mr. Elson. **Chair** Kennedy explained that the HPC is unable to vote on this document until it has been through public testimony. Members were encouraged to review the document and submit any questions/concerns to staff.

Chair Kennedy accepted the following exhibits into the record.

Exhibit Number	Exhibit Types
A	Draft Rules of Procedures

3. Banners – Review of draft Policy and Amendment to Administrative Guidelines for Banners

The HPC discussed the proposed changes to add a section on banner so the administrative approval guidelines. There was a brief discussion regarding other types of banners not related to lighting fixtures and no action was taken.

Vice Chair Leahy moved to amend the Administrative Approval to add Section 7 on Banners and in addition that a map defining the specific locations of the banners be appended to the guidelines. Mr. Toews seconded the motion. The motion passed unanimously in a vote of 7-0.

4. Report from Education Enforcement Subcommittee

Vice Chair Leahy explained that Ms. Craig plans to send the violation report out to HPC for review. He went onto discuss the current violations specifically 10 Francis Street roof, 94 East Street rear wall, 25 Cathedral Street on docket for June 4th Court date. He noted that the Opera House would be issued a notice of violation because the windows are missing on the second floor.

Vice Chair Leahy noted that the outcome of the Realtors Workshop is that there was need for an additional workshop so will be reaching out to DNEP to have them to talk about code compliance and HPC compliance in concert.

Regarding enforcement of poor maintenance, the HPC need the ability to issue citations in the event of poor maintenance so guidelines should be developed to address this concern. He will be meeting with Law Office and will be

Chair Kennedy reported that the 2 Maryland Avenue is scheduled for Court on May 8, 2013. She also reported that there are two illegal banners hanging in the McGarvey and Mangia restaurants.

5. Review of Application Process and Dropbox Procedures

Chair Kennedy explained that Ms. Pippen has agreed to send out three sets of materials as defined below through dropbox.

1. The agenda and application (with a note that there will be a hard copy attachment);
2. Staff reports and supplemental information;
3. Final packet all materials by application

The HPC was amenable to this approach. Ms. Finch asked if it would be possible to organize by application. Staff agreed to check into this.

Vice Chair Leahy proposes to hold pre-application meetings only at the administrative meetings. A majority of the members present was amenable to the recommendation. **Chair** Kennedy noted that timing of the pre-applications might cause a problem for applicants as they may be trying to see if they should put on the next agenda. She suggested that the HPC considering waiting until Ms. Craig returns before making a final decision.

F. ADJOURNMENT

Vice Chair Leahy moved to adjourn the meeting at 9:07pm. Mr. Toews seconded the motion. The motion passed unanimously in a vote of 6-0.

Tami Hook, Recorder